

BUILDING DEVELOPMENT COMMISSION

Minutes of July 21, 2015 Meeting

Jonathan Bahr opened the Building-Development Commission (BDC) meeting at 3:05 p.m. on Tuesday, July 21, 2015.

Present: Chad Askew, Jonathan Bahr, Melanie Coyne, Bernice Cutler, Travis Haston, Hal Hester, Scott Shelton, Ben Simpson, and Wanda Towler

Absent: Rob Belisle, Tom Brasse, Rodney Kiser and John Taylor

1. MINUTES APPROVED

Travis Haston made the motion to approve the BDC Meeting Minutes from the June 16th meeting; seconded by Scott Shelton. The motion passed unanimously.

2. BDC MEMBER ISSUES

Bernice Cutler shared an invitation to a meeting being held at the Apartment Association with the Department's new Mega Multifamily Inspections Team, August 4th, 8:30 at the Apartment Association located in South Park on Piedmont Row.

Chad Askew asked for an update on the Department move to Suttle Avenue. Patrick Granson shared that the Department is finalizing the configuration and notifications to staff and hopes to provide a status update in next month's BDC meeting.

3. PUBLIC ATTENDEES ISSUES

There were no public attendee issues.

4. CSC DEVELOPMENT UPDATE

Sophia Hollingsworth reported on the CSC hiring status, referencing the jobs posted from June 8th – June 19th. Of the 2 jobs, 6 positions, in the County's HR system generated 968 applicants. Applicant interviews will be held on August 4, 5, and 6th with intention to have staff on board the 1st of September. Sophia went on to say that with the help of Angie Traylor leading this charge, the answer book is 1/3 of the way complete. Sophia shared with members that space for the CSC at Suttle Avenue will take up 2/3 of the first floor. Design offers open space with areas designed for individual work, waiting area as well as private and public meeting spaces.

As Project Manager for CSC Technology; Sandra Broome-Edwards shared that vendors have been identified, approved and set up in the County system. A kick-off meeting will be held the first part of August. Sandra shared with members that the CSC development is currently under budget.

5. CCTF REPORT AND PROJECT CLOSING

Tommy Rowland reported to the BDC there were three (3) meetings held which addressed Topic 17 – contractors with high pass rates getting a reward and Topic – 18 allocation of inspection trip time limits varied by project size. Task Force members agreed to leave the current pass rate incentive programs in place. Task Force members recommended "look ahead meetings" and "best practice" components be put in place as soon as possible. The Task Force felt the proposed Mega Multifamily program requirements will address allocation of inspection trip time limits by project size. With delivery of the CCTF conclusion report, the Department believes the CCTF has completed its assignment and asked if the BDC concurs.

CA: Should you consider creating an action plan document as wrap this up with points being worked on and their status; an Action Plan?

BC: While I agree, is there a need to wait for the MMF team to be operating and first quarter results before we sign off say in 3-4 months, since we think MMF will take care of it?

CA: Or should put language in it saying the MMF team are addressing these issue and then readdress again next quarter?

PG: We are moving forward with the Mega Multifamily Team details and can come back to you with a MMF update. We think we have solved #17 and #18.

DG: We put requirements in place with plans to revisit and update the BDC on a regular basis.

CA: Outline of specific tasks; then action items and where they fall maybe in a concrete outcome document? An outcome document? We need a clean conclusion.

JBahr: Do we need to vote on this?

The BDC selected not to vote at this time; even though most BDC members felt the Task Force work was complete.

CA: My thought is, that the document I have asked for be what is voted up or down.

6. SUBCOMMITTEE ON RTAP & “BEST PRACTICE” REPORT

Patrick Granson updated members on the close out of the subcommittee’s work report and project closing of Topic 8 – on additional customer concerns on RTAP changes and Topic – 2 best practice with regard to accountability measures. The subcommittee worked with the Department in developing program requirements for the Mega Multifamily Inspections Team. Members were sent a Summary memo reporting on the Subcommittee’s work including 3 other documents;

- 1) RTAP priority on “no fault” issues
- 2) Best Practice accountability summary
- 3) Mega Multifamily Inspection Team Program Requirements

Basically agreeing to 1) Notify the owner’s team when an RTAP hold is placed or released and 2) Implement a “no fault RTAP review process” and “Best Practice” accountability; requiring further work by the BDC and the Department. On Mega Multifamily Team program requirements, the Subcommittee agreed that project readiness is critical to the program’s success. The subcommittee suggested several modifications and agreed to the final version. The Department will continue discussions with the BDC as we move forward. During this discussion, Chad Askew wanted to make sure these topics are being addressed; particularly the no fault RTAP process and Mega Multifamily Team items were connected to all the same information from the CCTF as well as the AE/GC’s Task Force work. Patrick will follow-up with Chad Askew regarding garden style apartments and his concerns of timely inspections. The Department believes the subcommittee has completed its assignment.

CA: These roll back into those Topics 18 and 19, why don’t you wrap this into the document I’ve been talking about. As you prepare the list and agree on the document how we get the word out to customers from a marketing perspective? This could be a very positive marketing task for the Department which will help the perception of the Department.

7. MEGA MULTIFAMILY INSPECTION TEAM LAUNCH STATUS

David Gieser provided status on how we are moving forward with the implementation of the new MMF Team. David reviewed the leadership team (Andy Hearing and David Rains), alternates and their territories. When reporting on status of service switch he shared that not all sub-permits transferred automatically w/ the master permit which required a manual migration. Notifications on specific projects and reassignments covered both projects transferring to Mega Multifamily Team as well as projects receiving new inspectors. David went on to say that the transition has been relatively smooth. He reported the continuous cross-training of staff to meeting commercial and residential inspection processes. The team’s next step is Phase 2, which focuses on the division of commercial work from residential work and assigned territories for inspectors. Training is still a primary focus at this time as they move forward with Phase 2. As of today we have 10 open positions.

BS: What is an alternate?

DG: These are our back-up inspectors that work full-time.

CA: Question on the Mega inspections, not sure it covers Garden Apartments, outside the MMF team; needing a special time for inspections. Where does that fall?

DG: For a major phase change, we'll bring in several inspectors for a mock-up walkthrough from a framing standpoint or a final. Then regular inspections can follow-up on a timelier basis.

8. QUARTERLY REPORTS

Commercial Plan Review Report

Chuck Walker gave the following report on Commercial Plan Review:

Part I: 71% of projects pass on 1st rev'w (up from 66%); 84% passed on 2nd rev'w (up from 80%)

- pass rates on 1st review by trade:

Bldg-85% (was 79%); Elec - 89% (was 87%); Mech - 88% (was 85%); Plbg - 87% (was 85%);

Part II: most common defects: examples

- Bldg: Appendix B, exit related (3), structural, energy summary, doors, hardware, travel distance.
- Elec: general, services/feeders, branch circuits, grounding/bonding, emergency systems, standby systems.
- Mech: fresh air req't, exhausts system, eqpt location & inst'l, duct systems, fire/smoke dampers, gas piping.
- Plbg: water distr piping & mat'ls, plbg syst inst'l, venting, sanitary drainage piping, traps & interceptors.

Part III: use of "approved as noted" (AAN) at 35% by all trades on average (last quarter was 33%)

- biggest users; CFD (85%) and MCFM (78%)
- critical path users; Bldg (34%, up from 27%), Elec (17%, up from 16%),
Mech (11%, up from 10%), Plbg (15%, up from 10%),
- So all trades up; Elec & mech up 1%, Bldg & Plbg up 5% or greater.

Code Compliance Report

Gary Mullis gave the following report on Code Compliance:

- Note; all of the Department quarterly reports we're available in the drop box earlier today.
- "Not ready"; Bldg - 5.89% (was 6.62%), Elec - 7.13% (was 7.57%), Mech - 6.13% (was 6.51%), plbg - 8.88% (was 8.43%)
- Rough/finish % split varies, some up, some down
 - Bldg; rough @ 33.9% (was 35.16%), finish @ 20.21% (was 22.48%)
 - Elec; rough @ 21.42% (was 23.5%), finish @ 50.39% (was 51.13%)
 - Mech; rough @ 30.45% (was 26.56%), finish @ 52.19% (was 54.91%)
 - Plbg; rough @ 27.99% (was 24.79%), finish @ 35.47% (was 41.88%)
- "Top 20" repeating topics; Building at 95.95%, Electrical at 99.65%, Mech at 99.45% and Plbg at 99.55%

Consistency Team Report

Tommy Rowland gave the following report on Consistency:

The drop box link provided to BDC members today included the following summary with detailed backup for each meeting

- Building: held two sets of meetings this quarter.
 - Bldg-Residential: addressed a total of 36 questions. Contractor attendance averaged 7.5 at each meeting.
 - Bldg-Commercial: addressed a total of 24 questions. Contractor or AE attendees averaged 2 at each meeting.
- Electrical: held three consistency meetings. In total, the meetings addressed 58 topics, with 6 contractors attending the June meeting.

- Mechanical/Fuel Gas: held three consistency meetings. In total, the meetings addressed 15 topics, with 1-3 contractors attending each meeting.
- Plumbing: held three consistency meetings. In total, the meetings addressed 13 topics, with 1-3 contractors attending each meeting.

Code Interpretation Quarterly Newsletter

Shannon Clubb reported on the new quarterly newsletter saying we will be sending out the newsletter for the previous quarter, highlighting the passage of the Building Code Regulation Reform, among others. We would appreciate you getting the message out to your agencies.

CA: How are you getting the message out?

SC: We currently have a draft policy in place to be distributed to BDC Members.

CA: You should connect with Kate Shelton for further distribution.

BS: When is the newsletter going out?

SC: On July 31st; through a Notify Me email. (the last week of the month every new quarter)

Technical Advisory Board Quarterly Report

Lon McSwain reported that the TAB did not meet during the last quarter. A request for topics or items for discussion was sent out to the members and staff on June 16, 2015, however no items or topics were submitted. Lon encouraged BDC Members to submit topics to the Department CAs for upcoming meetings.

9. QUARTERLY BDC BULLETIN EXERCISE

Previous bulletin topics:

July, 2013 Ft14 Code Enforcement budget proposal Economic data trends and betterment proposal POSSE upgrade announcement Fy14 budget technology enhancements	October, 2013 New BDC members Code interp search engine goes live Owner-developer webpage and "starting a small business" webpage BIM-IPD and future Department challenges	January, 2014 Role of the BDC 2014 CSS survey distribution HCD team concept CSC design project BDC discussion of BCC 6 year code cycle proposal	April, 2014 CA web search engine available Customer Service Center design project work BDC Select Comm to meet with industry IRT Subcommittee recommendations to add inspector positions.
July, 2014 Customer Service Center Project status Phased Occupancy Best Practice Summary Select Committee status and following Task Force work Overview of the Department's work	October, 2014 AE-GC-Builder Task Force startup and progress MF Elec Service revised DOI interpretation Reminder on paperless review process AE feedback tool Fy14 results BDC Select Committee completes assignment	February, 2015 Gartner Report status AE-GC-Builder Task Force recommendations Best Practice summaries HCD Team progress Fy16 budget process	April, 2015 New BDC members Customer Service Center development update LUESA office location move Subcommittee continuing work on Task Force recommendations

July, 2015
Mega Multifamily Inspections Team Update
Code Compliance Task Force Completes Assignment
Code Interpretation Quarterly Newsletter
New Director of Inspections
FY16 Budget Approval

9. DEPARTMENT STATISTICS AND INIATIVES REPORT

Patrick Granson reported on the Department's June 2015 statistics as listed below:

June 2015 Statistics

Permit Revenue

- June permit (only) rev - \$2,417,992, compares to May permit (only) rev - \$2,215,884,
- Fy15 budget projected monthly permit rev = \$1,716,109; so June is \$701.9k above projection
- YTD permit rev = \$22,191,767 is above projection (\$20,593,309*) by \$1.488M or 7.8%.
- Note*; the Fy15 permit fee revenue projection increased \$110,000 to cover the CSC betterment approved by the BOCC on Feb 17.

Construction Value of Permits Issued

- June total - \$696,331,355, compares to May total - \$746,036,650
- YTD at 6/30/15 of \$6,093,842,922; 52.5% above Fy14 constr value permitted at 6/30/14 of \$3.9947B

Permits Issued:

	May	June	3 Month Trend
Residential	5447	6355	4518/5417/5447/6355
Commercial	2362	2903	2968/2871/2362/2903
Other (Fire/Zone)	475	392	613/559/475/392
Total	8284	9650	8099/8847/8284/9650

- Changes (May-June); Residential up 14.29 %; commercial up 18.64%; total up 14.16% __

Inspection Activity: Inspections Performed

Insp. Req.	May	June	Insp. Perf.	May	June	% Change
Bldg.	7036	7228	Bldg.	7004	7311	+4.4%
Elec.	7682	8720	Elec.	7772	8504	+9.4%
Mech.	4062	4655	Mech.	4092	4620	+12.9%
Plbg.	3303	3654	Plbg.	3352	3552	+5.9%
Total	22,083	24,257	Total	22,220	23,987	+7.9%

- Changes (May-June): all trades up 6.91%; Bldg -4%+, Plbg 6%-, elec 9%+, mech 13%-

- Insp performed were 98.9% of insp requested

Inspection Activity: Inspections Response Time (new IRT report)

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	May	June	May	June	May	June	May	June
Bldg.	74.9	76.8	94.2	94.4	98.6	98.8	1.32	1.30
Elec.	56.4	67.0	89.5	95.2	98.0	98.9	1.62	1.38
Mech.	80.8	83.1	96.2	96.6	98.7	98.8	1.24	1.22
Plbg.	70.9	79.3	95.9	97.7	99.5	99.6	1.34	1.23
Total	68.9	74.9	93.2	95.6	98.5	98.9	1.41	1.30

- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%**, so the IRT report indicates the June average is currently **10.1% below the goal range.**
- Though below goal, all numbers are up from May, especially electrical (up 10%+) and plbg (8%+)

Inspection Pass Rates for June, 2015:

OVERALL MONTHLY AV'G @ 81.38% in June, compared to 81.22% in May

Bldg: May – 76.97%
June – 76.64%

Elec: May – 77.4%
June – 79.07%

Mech: May – 84.86%
June – 84.9%

Plbg: May – 90.2%
June – 88.59%

- Bldg & plbg down, Elec & mech up
- Overall average up slightly from last month, and above 75-80% goal range

OnSchedule and CTAC Numbers for June, 2015

CTAC:

- 129 first reviews, compared to 126 In May.
- Projects approval rate (pass/fail) – 68%
- CTAC was 40% of OnSch (*) first review volume $(129/129+193 = 322) = 40.06\%$
*CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- February, 14: 199 -1st rev'w projects; on time/early–85% all trades, 95.25% B/E/M/P only
- March, 14: 195 -1st rev'w projects; on time/early–97.38% all trades, 95% B/E/M/P only
- April, 14: 242 -1st rev'w projects; on time/early–94% all trades, 90.5% B/E/M/P only
- May, 14: 223 -1st rev'w projects; on time/early–97.63% all trades, 96% B/E/M/P only
- June, 14: 241 -1st rev'w projects; on time/early–94% all trades, 95% B/E/M/P only
- July, 14: 203 -1st rev'w projects; on time/early–90.4% all trades, 96% B/E/M/P only
- August, 14: 248 -1st rev'w projects; on time/early–85.75% all trades, 96% B/E/M/P only
- September, 14: 189 -1st rev'w projects; on time/early–92% all trades, 94.75% B/E/M/P only
- October, 14: 239 -1st rev'w projects; on time/early–95% all trades, 94% B/E/M/P only

- November, 14: 194 -1st rev'w projects; on time/early–95.6% all trades, 95.25% on B/E/M/P only
- December, 14: 203 -1st rev'w projects; on time/early–95.25% all trades, 94.25% on B/E/M/P only
- January, 15: 185 -1st rev'w projects; on time/early–92.88% all trades, 93.5% on B/E/M/P only
- February, 15: 192 -1st rev'w projects; on time/early–94.75% all trades, 96.5% on B/E/M/P only
- March, 15: 210 -1st rev'w projects; on time/early–95.1% all trades, 97.5% on B/E/M/P only
- April, 15: 240 -1st rev'w projects; on time/early–91.5% all trades, 96.75% on B/E/M/P only
- May, 15: 238 -1st rev'w projects; on time/early–95% all trades, 94.75% on B/E/M/P only
- June, 15: 251 -1st rev'w projects; on time/early–94.95% all trades, 95.82% on B/E/M/P only

Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on June 29, 2015, showed
 - 1-2 hr projects; at 2-4 work days booking lead, except MP at 12 work days
 - 3-4 hr projects; at 2-4 work days lead, except MP at 12 work days
 - 5-8 hr projects; at 3-7 days, except bldg.-17, MP-21, Health-10 and City Zon'g-25 work days
- CTAC plan review turnaround time; BEMP at 7 work days, and all others at 1 day.
- Express Rev'w booking lead time; 21 work days for small projects, 26 work days for large projects

STATUS REPORT ON VARIOUS DEPARTMENT INITIATIVES

Bundling Customer Notice on TF Driven Plan Review Changes

Patrick reported that Gary and Melanie are working on and reported that staff has completed reviewing TF recommendations in detail, especially where those impact the plan review process. All of those process changes were placed in a single group, to take effect on July 13. Grouping the changes to one date should make it easier on customers. Public notification work included Notify Me blast to customers on July 9. This topic will be recapped in the July Customer Newsletter.

Electrical Plan Review Scope

Gary Mullis reported the completion of this assignment. Customers have been notified of the revised electrical review scope document which became effective on July 13th. The Department proposals to start an electrical pilot on this on 7/13/15. No plan review is required on anything less than \$5K costs on an individual electrical permit. This process will not be used for any project involving life safety systems, medical facilities, hazardous locations or load changes where the calculations exceed 200 amps. The contractor shall provide the department by electronic upload, on their letterhead, a signed definitive scope of work, a load calculation per the code and all necessary fault current information.

Hybrid Collaborative Delivery Team

Patrick reported the HCDT is scheduled to deliver an update to the BDC in the August meeting.

Manager/CA Added Comments

Sophia thanked all who participated the Gartner Visioning. The next step is obtain participants from the general public and Jim Bartl suggested asking BDC Members for names of volunteers willing to participate that have not participated previously. Six (6) volunteers are needed. Sophia was available after the meeting for BDC Members to suggest association participant volunteers.

MC: The meeting was very abrupt and not sure the goal was achieved. The meeting started late and ended precisely on time. I'd be curious to know what their goal and if it was achieved at this meeting because I don't want them to feel the BDC signed off on something. We don't feel the goal was not achieved.

SH: This call for volunteers is different from Gartner Visioning. We are looking for a broader base of participants with a common vision between the City and the County.

Agenda Item #10 Added by Chairman, Jonathan Bahr

10. IMPLEMENTATION OF GARTNER RECOMMENDATIONS

Jonathan Bahr added the implementation of Gartner recommendations as an agenda item. Jonathan shared that in the latest meeting with the Gartner Implementation Team; he asked representatives if Gartner had been following Code Enforcement during the last year keeping up with all initiatives the Department is currently working on in an effort to improve/enhance customer satisfaction. They said, “No”, in which Jonathan had great issue. Several BDC members indicated the meeting was very abrupt, started late and ended quickly. Members were unsure of the meeting’s goal but felt sure it had not been met. It was discussed among members when they last met with Gartner the meeting seemed to be facilitated by “data collectors” not understanding all parameters of the assignment. Members also felt it strange that they have yet to meet with the same staff from Gartner in any meeting; always someone different. There was concern with all members that an audit of Department processes within Code Enforcement has yet to take place. Members expressed feeling a sense of “spinning our wheels”. It was discussed that effort by the Department and the BDC in assessment and enhancement of performance and customer service levels have been tremendous.

11. ADJOURNMENT

The July 21st meeting of the Building Development Commission adjourned at 4:25 p.m. The next meeting of the Building Development Commission is scheduled for Tuesday, August 18th 2015.